

June 19, 2014

## CalWORKs Program Guide (CPG) - Letter No 327

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**Subject** Updates to CalWORKs Program Guide (CPG) Sections related to Good Cause, WTW Activities and their Documentation

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**Effective Date** Upon receipt

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**Purpose** To inform Eligibility and Employment Services staff that the following sections have been updated in [CPG](#):

- [10-005.H](#) WTW Activity and Components
- [10-020.B](#) Good Cause for not Participating
- [10.300.E](#) WTW Activity Documentation and Reporting Requirements

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**Summary of  
CPG Updates**

Section and Title	Updates
<a href="#">10-005.H</a> WTW Activity and Components	Added: <ul style="list-style-type: none"><li>• Definition of reasonable timeframes to send appointment notices to WTW participants</li><li>• Calculation of self-employment participation hours</li><li>• On-line courses policy</li><li>• Allowable supervised and/or unsupervised study time</li><li>• Core and non-core activities per WTW2</li></ul>
<a href="#">10-020.B</a> Good Cause for not Participating	Updated: <ul style="list-style-type: none"><li>• Purpose of allowing Good Cause</li><li>• Good Cause indicators</li><li>• Medical verification of disability</li><li>• Good Cause Case Comments</li></ul>
<a href="#">10.300.E</a> WTW Activity Documentation and Reporting Requirements	Added: <ul style="list-style-type: none"><li>• Verification timeframes for participation hours</li><li>• Crossover Days' examples</li></ul>

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**Automation  
Impact**

The following How To instructions were updated and will be available upon the issuance of this CPG Letter:

How To	Title
#232	How To Refer/Schedule WTW Activities
#234	How To Update/Maintain Employment Services Activity Status

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**Other  
Programs  
Impact**

There is no impact on Child care, CalFresh, Medi-Cal or other programs

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**Access  
Impact**

None

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**Quality  
Control (QC)  
Impact**

QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

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**Director  
Approval** 6-19-14

**RICK WANNE, MA, MFT**  
Director  
Eligibility Operations

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**Manager  
Contact**

CalWORKs Program